




FROM	NAME & TITLE	ERIC W. TISO, SITE PLAN REVIEW COMMITTEE CHAIR	CITY of BALTIMORE MEMO	
	AGENCY NAME & ADDRESS	LAND USE AND URBAN DESIGN DIVISION DEPARTMENT OF PLANNING 417 EAST FAYETTE STREET, 8 TH FLOOR		
	SUBJECT	SITE PLAN REVIEW COMMITTEE MINUTES FOR FEBRUARY 2, 2011		

TO

DATE:

February 7, 2011

Chief John Carr, Fire Department
Mr. Stanford Leach, Parking Authority
Mr. Kirkland Gabriel, DOT TEC
Ms. Valorie LaCour, DOT Planning
Mr. John Thumbi, DOT Traffic
Mr. Bill Beatty, Department of General Services
Dr. Nollie P. Wood Jr., Mayor's Office
Ms. Miriam Agrama, DHCD Plans Examining
Mr. Geoff Veale, Zoning Administrator
Mr. David Tanner, BMZA

In attendance were:

- Eric Tiso, Gary Letteron, Ken Hranicky, Martin French, and Ervin McDaniel for the Department of Planning;
- Chief John Carr for the Fire Department;
- Kirkland Gabriel, John Thumbi and Scott Adams for the Department of Transportation;
- Stanford Leach for the Parking Authority;
- Dr. Nollie Wood, Jr. for the Mayor's Commission on Disabilities;
- Bill Beatty for the Department of General Services; and
- James Carroll for the Department of Public Works.

Agenda

1. 127 West Fort Avenue – Ten Townhomes
2. 3802 East Northern Parkway – Curb Cut Appeal
3. 6100 Wabash Avenue – Social Security Administration

127 West Fort Avenue – Ten Townhomes

Zoning: R-8

Plans Date: 18 Jan 2011

Block/Lot: 1002/034

Urban Renewal: None

Environmental: None

Historic: Riverside National Register of Historic Places District

Total Site Area: ±0.228 acres

Gross Square Footage: Not listed.

In addition to Committee Members and Planning staff, in attendance was:

- Donna Nash, SSB Realty; and
- Julie Tice, Green/Tice Architects

Project Summary:

This is a former eight-lot subdivision for luxury townhomes from 2004 that is returning as a ten-lot subdivision for market-rate townhomes.

Comments & Issues:

- Plans/Permits Review:
 - Sprinklering will be required as this is a new building. Due to the proposed carports, you will want to schedule a preliminary code review meeting, as the sprinkler requirements may change for fire protection purposes.
 - The fourth story may also change the building classification to type 5A.
- Environmental/Landscaping:
 - This project will trigger stormwater management review. Concept Approval will be required prior to rescheduling follow-on reviews.
 - The proposed tree pits need to be increased to current 4' by 10' standard design dimensions.
- Parking/Traffic:
 - One parking space is provided for each unit.
- Accessibility:
 - Please show details for the proposed visitable unit, including access and floor plans.
- Zoning Analysis/Board of Municipal and Zoning Appeals (BMZA):
 - The building height limit for single family dwellings in this district is 35'.
 - Minimum dwelling width. New dwellings must be a minimum of 16' in width, *cf.* §3-303. One lot from each row will be lost in order to meet this requirement. As an alternative, they could be developed as two-family dwellings, and regrouped. In that case, note that the permitted FAR is 2.0 (§4-1108). Explore these options, and revised plans for resubmission.
- Plan Adjustments/Missing Site Plan Elements:
 - Please ensure that submittals meet SPRC Guidelines. Include general notes section, ensure that plan includes opposite sides of streets.

Next Steps:

- Secure stormwater management Concept Approval; and
- Consider options, and reschedule when ready.

NOTE:

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

3802 East Northern Parkway – Curb Cut Appeal

Zoning: r-4

Block/Lot: 5583/007

Urban Renewal: None

Environmental: None

Historic: None

Total Site Area: ±7,250

Gross Square Footage: N/A

In addition to Committee Members and Planning staff, in attendance was:

- Philip M. Pace, P.M. Pace (Contractor)

Project Summary:

This is a curb cut appeal, for a request of a driveway to the side of the existing home.

Comments & Issues:

- There are several driveways in this neighborhood, many in close proximity.
- The owner would like to have a driveway to protect her vehicle from damage on the street, as she's had her parked car hit very recently.
- The zoning code restricts parking from the required front yard (§3-209). Considering this is an R-4 district, the required front yard setback would normally be 25' from the front property line (4-707). However, per §4-107, the average of existing improvements may determine the front yard setback. In this case, that average is coincidental with the front walls of the homes in this block. Confirm this detail with the Zoning Enforcement office to ensure accuracy.
- One of the primary goals of the City's curb cut policy is to provide a net gain in parking provided. With an extension of the proposed driveway, this goal can be met. Ensure that the driveway extends a minimum of 36' beyond the front setback line in order to provide for two parking spaces (10' x 18' = 180 sqft minimum area each as per §10-305).

Next Steps:

- With an extension of the proposed driveway a minimum of 36' beyond the front setback line, the appeal is approved.

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6100 Wabash Avenue – Social Security Administration

Zoning: O-R-2

Plans Date: N/A

Block/Lot: 4285/001

Urban Renewal: Reisterstown Plaza Transit Station URP

Environmental: Forest Conservation

Historic: None

Total Site Area: ±491,493.7 sqft (±11.283 acres)

Gross Square Footage: ±538,000 sqft

In addition to Committee Members and Planning staff, in attendance was:

- Susan Williams, STV;
- Anna Owen, STV;
- Craig Ciekat; and
- Caroline Hecker, RMG.

Project Summary:

This site is part of a larger State-owned parcel (Maryland Department of Transportation). This site is to be subdivided from the larger State parcel. JBG has been awarded the federal GSA project for the Social Security Building relocation to this site. This new building will retain approximately 1,600 jobs in the City of Baltimore and will provide a catalyst for more development at the Reisterstown Plaza Transit Station. The project also includes a free-standing amenity day care center for approximately 96 children and a 1,076 space parking garage. This project has had a schematic review by UDARP on 27 Jan 2011.

Comments & Issues:

- Plans/Permits Review:
 - The Fire Department is concerned about the limited access through the site, which is partly created by the site security requirements. Coordinate review with Chief Carr. The Fire Department must review and approve site details such as the method of bollard operation, and site ingress/egress for emergency response.
- Environmental/Landscaping:
 - This project will be required to meet Forest Conservation requirements. Coordinate with Gary Letteron for the submittal of the Forest Stand Delineation. The committee understands that there are nine oak trees along Wabash Avenue that the team is working to retain.
 - The site survey is not yet complete, but will be needed in order to satisfy Stormwater Management (SWM) reviews. Coordinate with SWM to ensure compliance with their regulations, and include their changes in subsequent submittals.
- Parking/Traffic:
 - A modified traffic study is being conducted, and will be coordinated with DOT.
 - The user is not expecting that there will be very many non-employee trips to this location, perhaps no more than ±25 per day.
 - All loading from trucks and delivery vehicles must be security screened prior to docking. Ensure appropriate signage is provided from the street to aide drivers in identifying the loading area vs. the entrance to the garage.
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- Ensure that there will be appropriate connections to/through the site for bicyclists.
- Per the Baltimore City bicycle parking requirements, this project will provide a minimum of 79 bicycle parking spaces.
- Consider reserving garage parking spaces on the first floor level for users of the day care center. Without this, the Committee worries that more drivers will be tempted to use the drop-off loop before parking in the garage, and that they may overwhelm the drop-off loop. Regardless, the number of parking spaces provided may still be insufficient. The committee recognizes that it will be difficult to forecast the split of day care users between employees and non-employees, and would encourage designing as close to the worst-case scenario of more non-employee users as possible.
- Consider reversing the flow of the daycare drop-off loop. This will assist in putting the passenger side of the vehicle against the curb in the parallel drop-off area. Priority in traffic flow should be for vehicles in the street over vehicles exiting the garage.
- Accessibility:
 - Please provide an accessibility plan showing accessible paths highlighted in yellow throughout the site, and their connections to points of arrival (from public sidewalks, drop-off areas, transit, etc.).
- Urban Renewal:
 - The project will require a Planning Commission waiver to accommodate the federal GSA required parking.

Next Steps:

- Submit two complete paper sets of revised plans and one set in .pdf format, and rescheduled follow-on review.
- Coordinate Planning Commission reviews

NOTE:

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- **All approved final site plans must be stamped.**